

# Perfect Timing Event Planning Proposal

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# EXHIBIT

A &amp; B

| FIXED COSTS  |             |  |
|--|-------------|--|
| Item   | Total Cost  | Detailed Description   |
| Venue/Site Rental , Rental is charged by the hour, , The number of hours for the proposed event, and the minimum number of hours required by the venue here: | \$          | Rates range depending on location between 150.00-175.00 /hour.   |
| Site Permit (e.g. for picnics)   | \$ 0.00     | Separate fees charged for alcohol being served at events: Alcohol Insurance is the responsibility of the event holder. |
| Decorations  | \$ 150.00   |  |
| Entertainers   | \$          | Depends on type requested  |
| Refundable Security Deposit  | \$ 25%      | If cancelled at least 2 weeks prior to event.  |
| Advertising / Photocopies  | \$ .50/page | We can design personalized invitations or advertisement for an additional cost   |
|  | \$          |  |

| VARIABLE COSTS (PER PERSON)               |                 |   |
|---|-----------------|---|
| Item                                      | Cost per Person | Detailed Description  |
| Food cost per person                      | \$16.25*        | Hors d'oeuvres- cold -crudites, cheese platters, fruit trays, Hot coffee and Iced tea or lemonade provided with lunch/dinner. |
|   | \$14.00         | Continental breakfast- Danish, muffins, fruit tray Hot coffee, and juice provided with breakfast                              |
|   | \$17.25*        | Hors d'oeuvres- hot- meatballs, pot stickers, crudites, fruit trays.  |
|   | \$ 26.50        | Full Buffett- 2 meats(our choice) 4 sides . bread /butter/ dessert  |
| Chair Rental per person                   | \$ 1.00         |   |
| Table Rental per table (where applicable) | \$ 8.50         | In the event that table and chairs need to be rented 10% discount on price of chairs.   |

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## VARIABLE COSTS (PER PERSON) Cont.'d

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|  |           |   |
|--|-----------|---|
| Linens Rental per table (where applicable)   | \$ 9.00   |   |
| Memento for Attendees (where applicable)   | \$ 8.00   | Personalized gift bags or smaller mementos can be ordered starting from \$5.50/person   |
| Audio/visual   |           |   |
|  |           |   |
| Tax (where applicable)   | \$ 9.75 % |   |
| Gratuity   | 18 %      |   |
| Banquet Rooms  |           | <p>Clients may choose to have events held in a hotel banquet room</p> <p>Costs may increase or decrease depending on venue chosen.</p> <p>Perfect Timing guarantees to offer the client the best deal possible</p> <p>And will issue the client a statement in writing prior to any venue being rented.</p> |
|  |           |   |
|  |           |   |
| * Note: Client may choose/tray option. 50 pieces/tray each tray feeds approx. 16 people. |           |   |

|                   |                     |       |
|-------------------|---------------------|-------|
| Your Name:        |                     | Date: |
| Contact Phone(s): | Your Email Address: |       |

**Email this form to:** PEGGY WHYTE Events Coordinator at  
perfecttimingeventplanning@yahoo.com  
**or mail to:** Perfect Timing Event Planning  
1606 W. 80<sup>th</sup>  
Los Angeles, CA 93535

**Need help?** Please contact the Events Coordinator via email or phone (661) 305-2539.